

REQUEST FOR RECORDS DISPOSITION AUTHORITY		NI-462-09-4	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 9/16/09	
1 FROM (Agency or establishment) U.S. Department of Agriculture		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked Adisposition not approved or withdrawn in column 10	
2 MAJOR SUBDIVISION Food Safety and Inspection Service			
3 MINOR SUBDIVISION Office of Public Affairs, and Consumer Education			
4 NAME OF PERSON WITH WHOM TO CONFER Shaina Fisher	5 TELEPHONE 301-504-3991	DATE 6/10-10	ARCHIVIST OF THE UNITED STATES D.A.J.
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies, Γ is not required, Γ is attached, or Γ has been requested			
DATE 9/15/09	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE FSIS Agency Records Officer
7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

The Food Safety and Inspection Service (FSIS) is a public health agency in the U.S. Department of Agriculture (USDA). FSIS regulates the meat, poultry, and egg product industries to ensure that products in interstate commerce are safe, wholesome, and accurately labeled as required by the Federal Meat and Inspection Act, the Poultry Inspection Act, and the Egg Products Inspection Act.

NAME: ASK Karen

AGENCY PROGRAM: Office of Public Affairs, and Consumer Education (OPACE)

DESCRIPTION

The ASK Karen (a virtual representative) is an online conversational tool that is accessed through the FSIS web site. ASK Karen is another means of supporting the Agency's public health focus and educating consumers, one-on-one, about safe food handling behaviors in order to reduce the risk of food borne illness

SPECIFIC RESTRICTIONS:

Data needs to be secured and only accessed by designated administrators.

DISPOSITION INFORMATION:

- ~~1 System Inputs. The information for this system is uploaded by the system administrator who enters and maintains the content by the content manager.~~

~~DISPOSITION: **TEMPORARY**. Destroy when recordkeeping copy is produced. (GRS 20, Item 2(a))~~

- 2 Master File The master file contains safe food handling behaviors and FAQ's on food borne illnesses and how to prevent them. This is an extensive database of questions and answers about the safe handling, preparation, and storage of meat, poultry, and egg products.

DISPOSITION **TEMPORARY**. Destroy 6 years after termination of system and successful migration of data, ~~or termination of system~~ *see e-mail approval dated 1/6/2010. wa*

- ~~3 System Output. The FSIS Intranet Web application provide FSIS users front-end access to the information in the ASK Karen database.~~

~~DISPOSITION **TEMPORARY**. Delete when they are no longer needed for administrative, legal, audit, or other operational purposes. (GRS 20, Item 6)~~

- ~~4 System Documentation: User manual, training guides and policies and procedures for adding and deleting from the system and related information pertaining to the content and technical management of the Egg Product Inspection Database.~~

~~DISPOSITION: Temporary Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest. (GRS 20, Item 11(a))~~